

How to Use the Office, School and Library Furniture, Accessories & Installation Statewide Contract

Contract #: OFF20* Contract Duration: 10/01/2006 to 4/14/2015

MMARS #: OFF20* Options to renew: No options available

Contract Manager: Maryellen Osborne 617-720-3139

Maryellen.Osborne@state.ma.us

This contract contains: Environmentally Preferable Products (EPP) Equipment

Last change date: 10/24/2014

Contract Summary

This contract consists of nine (9) categories of furniture with multiple sub-categories within each category.

Category 1 - Systems Furniture (cubicles) *:

- Sub-Category 1A – “New” Level 1 Systems Furniture (Monolithic and Stackable)
- Sub-Category 1B – “New” Level 1A Systems Furniture (Monolithic)
- Sub-Category 1C – “Remanufactured” Systems Furniture (Monolithic and Stackable)

Category 2 - Chairs:

- Sub-Category 2A – General & Managerial Office Chairs (Task, Guest, Executive, Conference Room, Reception, 24/7 “Tuf Cop”)
- Sub-Category 2B – Ergonomic Office Chairs (Task, Guest, Conference Room, Reception, 24/7 “Tuf Cop”)
- Sub-Category 2C – Stacking and Folding Chairs (Wood, Metal, Plastic)

Category 3 - Office Furniture (wood, laminate, LAN and folding tables):

- Sub-Category 3A – Metal Office Furniture
- Sub-Category 3B – Wood Furniture *
- Sub-Category 3C – Laminate Furniture *
- Sub-Category 3D – LAN (Computer) Furniture *
- Sub-Category 3E – Folding Tables

Category 4 - High Density Shelving (Rotary, Mobile, Four-Post and Cantilever)*:

- Sub-Category 4A – Rotary Shelving
- Sub-Category 4B – Mobile Shelving
- Sub-Category 4C – Four-Post Shelving
- Sub-Category 4D – Cantilever Shelving

Category 5 - Demountable/Movable Walls*:

- Sub-Category 5A – Demountable/Movable Wall Furniture

Category 6 - School Furniture* (Classroom, Cafeteria, Early Childhood, Dormitory, Residential Style Furniture, Living Room Furniture, Bedroom Furniture, Dining Room Furniture and Lounge, and Music Furniture):

- Sub-Category 6A – School Furniture (Classroom)
- Sub-Category 6B – School Furniture (Cafeteria)

- Sub-Category 6C – Early Childhood School Furniture (Classroom chairs, desks, activity tables)
- Sub-Category 6D – Dormitory/Lounge Furniture
- Sub-Category 6E – Music Furniture

Category 7 - Library Furniture *(Wood, Wood Chairs and Metal):

- Sub-Category 7A – Library Wood Furniture
- Sub-Category 7B – Library Wood Chairs
- Sub-Category 7C – Library Metal Furniture

Category 8 - Specialty Furniture and Accessories*(Custom Wood Crafted, Ergonomic Metal Framed Adjustable Computer Workstations, Ergonomic keyboard and monitor accessories):

- Sub-Category 8A – Custom Wood Crafted Furniture
- Sub-Category 8B – Ergonomic Metal Framed Adjustable Computer Workstation
- Sub-Category 8C – Ergonomic Furniture Accessories

Category 9 - Furniture Services (Refinishing, Reupholstering, furniture repair and Predecessor Systems furniture services):

- Sub-Category 9A – Refinishing Services
- Sub-Category 9B – Reupholstering Services
- Sub-Category 9C – Furniture Repair Services
- Sub-Category 9D – Predecessor Systems Furniture Repair, Disassembly and Reinstallation Services*

Note: Categories or Sub-Categories indicated above with an **asterisk *** must be F.O.B. destination freight prepaid with delivery of product “Inside and On-Floor” at no additional cost to the Eligible Entity.

Who Can Use This Contract?

Applicable Procurement Law: MGL c. 7, § 22; c. 30, § 51, § 52; 801 CMR 21.00

Eligible Entities:

01. Cities, towns, districts, counties, and other political subdivisions;
02. Executive, Legislative, and Judicial Branches, including all Departments and elected offices therein;
03. Independent public authorities, commissions and quasi-public agencies;
04. Local public libraries, public school districts and charter schools;
05. Public hospitals owned by the Commonwealth;
06. Public institutions of higher education;
07. Public purchasing cooperatives;
08. Non-profit, UFR-certified organizations that are doing business with the Commonwealth;
09. Other states and territories with no prior approval by the State Purchasing Agent required; and
10. Other entities when designated in writing by the State Purchasing Agent.

Pricing and Purchase Options

How to use the contract

Review the categories and sub-categories to determine which Awarded Contractor(s) are authorized to quote and sell products within the specific categories and or sub-categories awarded. Awarded

Contractors do not have authorization to quote or sell all nine (9) Categories. Each user is responsible for contacting the Awarded Contractor of their choice in order to obtain the correct Manufacturers Dated Catalog applicable to this contract.

The cost for installation, disassembly, or re-installation services **must** be quoted and billed as a separate line item in compliance with the applicable hourly labor rates and cannot be included in the cost of the product.

Delivery

Awarded Contractor(s) must be able to deliver statewide. Delivery must be F.O.B Destination prepaid freight with no delivery expenses paid by users of this contract. F.O.B. destination shall mean delivery of product “Inside, on-floor, assembled, and ready to use” at no additional cost to the Eligible Entity.

Categories or Sub-Categories listed on the first page under Contract Summary, that have an **asterisk ***, **must** be F.O.B. destination freight prepaid with delivery of product “Inside and On-Floor” at no additional cost to the Eligible Entity. The cost for installation, disassembly or re-installation services should not be included by the Awarded Contractor in the cost of the product. These services **must** be quoted and billed as a separate line item in compliance with the applicable hourly labor rates.

All shipping and packaging materials **must** be promptly removed from the building site upon delivery or completion of the project and legally disposed of (or preferably recycled) by the Awarded Contractor at no additional cost to the Eligible Entity.

The following requirements also apply to all categories:

- The Awarded Contractor **must** make delivery and have product available for delivery statewide. The Awarded Contractor shall be responsible for all delivery and unloading of product at no additional charge. All deliveries shall be performed during regular working hours, usually 8:00 AM to 5:00 PM EST/EDT Monday through Friday. Changes may be granted with written approval of the Eligible Entity.
- The Awarded Contractor **must** be responsible for the delivery of products in first class condition at the point of delivery, and in accordance with good commercial practice. Shipping cases and packing slips **must** show the name of the supplier, name and address of receiving customer, and purchase order number.
- The Awarded Contractor **must** obtain a signature on the packing slip from the authorized Eligible Entities personnel upon delivery.
- The Awarded Contractor must adhere to established security and/or property entrance policies and procedures established for all Department of Correction facilities and other Eligible Entities' facilities. It is the Contractors responsibility to adhere to those policies and procedures prior to any attempt to enter the premises. The Awarded Contractor must be prepared to supply a list of driver's names and any other background information necessary to the Department of Correction or an Eligible Entity for security clearance into the various locations throughout the state. All vendor vehicles are subject to inspection upon entering and leaving all Department of Correction facilities.
- Damaged shipments will not be accepted. In the event that a shipment is accepted and subsequently found to be incomplete, incorrect, or damaged, the shipment **must** either be replaced, at no cost to the Eligible Entity, or returned at the expense of the Awarded Contractor, for a refund or credit of the purchase price with **no restocking fees**.

- The Awarded Contractor, if necessary, is responsible for securing “street permits and/or other permits and notifying the Eligible Entity of the applicable cost for the “street permits and/or other permits within the quote provided for the commodity or service.
- Access to a location will be determined by a call at a minimum one day before delivery to the Eligible Entity by the Awarded Contractor to coordinate the delivery date and time.

INSTALLATION, DISASSEMBLY, AND RE-INSTALLATION SERVICES

Awarded Contractors must be able to provide installation, disassembly, and re-installation services Statewide. If any one of these services are required it is the Awarded Contractors responsibility, prior to delivery, to survey and review the particular location to ensure the existing proposed location will meet the manufacturer’s established installation, disassembly, and re-installation criteria. If the proposed installation location does not meet the established criteria, the Awarded Contractor and the ordering entity will attempt to make adjustments in order to meet the criteria.

In the event that a site cannot be modified to meet the criteria, the Awarded Contractor must not provide the installation, disassembly, or re-installation service and the Eligible Entity must cancel the order with no further obligation. Awarded Contractors not familiar with any location are strongly advised to personally view those locations prior to delivery. A lack of familiarity with a location will in no way relieve an Awarded Contractor from its responsibility to fulfill its contractual obligations.

A final sign-off will be given by the Eligible Entity acknowledging acceptance of a successful installation. A successful installation, disassembly, and/or reassembly is one where the product is fully capable of functioning to its fullest capacity and according to its design and is unencumbered by flaws resulting from poor installation.

PREVAILING WAGE

The Contractor and the Eligible Entity **must determine prior to any installation, disassembly, or re-installation being performed** whether all or part of the service(s) requested is subject to prevailing wage requirements. If all or part of the service(s) requested is determined to be subject to prevailing wage requirements, the Awarded Contractor and Eligible Entity **must** follow the prevailing wage requirements detailed in Section 3.4.1 of the RFR. For more information refer to the Department of Labor’s website, here: <http://www.mass.gov/lwd/labor-standards/prevailing-wage-program/>.

Additional Information

FURNITURE SERVICES. The Awarded Contractor **must** provide sales and services to an Eligible Entity. Upon request, the Awarded Contractor shall provide price brochures, price lists, technical specifications, planning and design assistance, floor plans, estimates, parts and components lists, professional installation drawings, technical assistance, technical assistance to installation crews, inspections, and punch lists of completed work.

This assistance **must** include **CAD/CAM and space planning services** except for Category 2, Sub-Category 3E, 8C, 9A, 9B and 9C.

In the event that CAD/CAM and space planning services are pre-purchased and the Eligible Entity chooses not to purchase the Awarded Contractors product, then an hourly rate will be assessed for services rendered. Eligible Entities are encouraged to obtain quotes for these services from the Contractor.

Vendors may charge in the event the Eligible Entity does not select them for the purchase of furnishings. Please refer to the Vendors cost table for the hourly rates.

All upholstered or re-upholstered furniture and molded seating must meet all flammability requirements referenced in 527 CMR 29.00.

BILLING/INVOICING.

- Awarded Contractors may be required to provide, upon request of the Eligible Entity, consolidated billing. All invoices **must** have a separate line item identifying the account and the appropriate line item detail for the particular order and delivery.
- Invoices **must** clearly identify the prompt pay discount (PPD) available upon acceptance of the delivery or receipt of invoices, whichever date is later.
- Invoices **must** clearly identify the dock delivery discount (DDD) if the Eligible Entity has chosen that form of delivery upon placement of order.

Summary of Where to Obtain Important Contract Information COMMBUYS

- This contract has been set up as a line item catalog in COMMBUYS with specific pricing for line items identified.
- There are multiple vendors on this contract and each has been assigned a unique Master Blanket Purchase Order (PO). Vendor prices are located with each line item identified with the Master Blanket Purchase Order.

How to place an order

- Once a price has been obtained and selected the ordering process is as follows:
- Initiate a new requisition
- Search for an item (Use OFF20) in the description
- Select the vendor you will be placing an order with
- Select the appropriate catalog line
- Enter Quantity
- Enter the total price
- Add additional items if required
- Submit for approval

Where to find complete OFF20 contract information on COMMBUYS

If additional statewide contracts details are required please refer to the OFF20 files listed under the Conversion Vendor **C107871-vCurrent** link. This link provides detailed information as it relates to the statewide contract RFR, award information and specifications.

If you need additional assistance please contact the Commbuys help desk at 617-720-3197.